

Ohio

Buy

Connecting Buyers and Suppliers

August 20, 2020 Newsletter

This newsletter is intended to be the primary resource for updates regarding Ohio|Buys. We encourage you to read and share it with other active Ohio|Buys users in your agency.

Table of Contents

1. **Agency Updates:** Release & Permit Changes
2. **Supplier Updates:** August Supplier Trainings | Webinar Videos
3. **Key Term(s):** Release and Permit (R&P)

Reminder

There are TWO Supplier Webinars remaining in August. The Ohio|Buys Team is still seeking Agency Representative participation in these meetings to interact directly with suppliers. Please look at the Supplier Update section for dates and more information.

Agency Update

RELEASE & PERMIT CHANGES

As part of the Ohio|Buys summer enhancement phase, the team has made some modifications to how the IT Release and Permit (R&P) process works. We have three enhancements to share:

IT Release and Permit General Modifications – Available Monday, August 24th

This enhancement includes:

1. An **EITC Workload Manager profile** has been introduced that will allow purchase requisitions (PRs) to be easily assigned and reassigned to EITC Analysts.
2. **New PR workflow statuses** have been added to clearly indicate if a PR is with the IT SIM Group or IT SME.
3. The ability to **attach and/or remove attachments** to the PR header and the line item level at IT SIM Group, IT SME, EITC Analyst, and EITC Analyst Supervisor steps in PR workflow have been added.
4. A **Bypass IT SME checkbox** has been introduced so IT SIM Group users can skip the IT SME Review step of the workflow as needed.
5. **Forwarding functionality** has been introduced at the following workflow steps: IT SIM Group, IT SME, EITC Workload Manager, EITC Analyst.
6. Specific **comment fields** for both the IT R&P Analyst Recommendation and IT R&P Manager Recommendation have been added.

Release and Permit in Browse View – Available Monday, August 24th

The Browse Release and Permit page has been updated so that the only R&P information that a user can see is limited by their organizational scope.

The IT SIM Group + IT SME Approval, IT SIM Assign IT SMEs, and IT Purchase Requisition Over \$25000 Approval Job Aids have been updated.

Change in Release and Permit Logic for Pre-governed/Non-Enterprise Items – Available Tuesday, September 8th

Several changes to the IT Pre Governed/Non-Enterprise Contract Release & Permit process have been made. For reference, a pre-governed contract is an IT contract that has already been reviewed and approved by OIT, indicating that the contract meets all of the State's IT policies and standards. Requisitions referencing pre-governed contracts will bypass the IT R&P workflow, but will still receive an IT R&P.

Now in the workflow:

1. If an agency has an **existing R&P for a pre-governed contract**, the workflow will populate the existing number on the PR line item that is referencing this contract. Note that the population happens after Requisitioner, Procurement and Fiscal Approvers have reviewed the requisition.
2. If a purchase requisition is **above the R&P amount**, an amendment will need to be made on the contract to increase the not to exceed amount of the contract and the value of the R&P.
3. The **Supplier** that is populated in the R&P table will be the Supplier from the pre-governed contract.
4. The **Contract Name** that is populated in the R&P table will be the Contract Name from the pre-governed contract.

The R&P Expiration date will be the actual end date of the pre-governed contract; however, if the actual end date is empty, the R&P expiration date will be the original end date.

The Release and Permit Overview Job Aid has been updated to reflect these changes.

Supplier Updates

AUGUST SUPPLIER TRAININGS STILL AVAILABLE

There are **TWO** supplier/bidder training webinars remaining in August. Each 1-hour webinar will provide a review of the topics above, as well as time for questions. By participating, Representatives can reiterate the importance of getting registered and setup in the system to participate in/respond to quick quote solicitations. If you'd like to participate, please [contact us](#).

Webinar Schedule and Registration Information

Click the link to register for the webinar based on the date and time you would like to attend. You can register in advance or right up until the webinar begins.

Date	Start Time	Webinar Registration Link
Friday, August 21	2:00 PM	Register for Ohio Buys Webinar #51
Friday, August 28	2:00 PM	Register for Ohio Buys Webinar #52

Note: Before joining, be sure to [check system requirements](#) to avoid any connection issues.

Webinar Video Online

If any of your suppliers are unable to attend a webinar, a video version of the same webinar is available on the [Ohio|Buys](#) Training tab in the Supplier section.

Key Term(s)

RELEASE AND PERMIT (R&P)

A required type of prior approval issued by the Ohio Department of Administrative Services to state agencies for certain purchases and/or those purchases that exceed the agency's direct purchase authority. The Ohio Department of Administrative Services issues a release and permit when it has been determined that it is not possible or advantageous to make the purchase on behalf of the agency. For information technology, Release & Permit refers to a request reviewed and approved through the Office of Information Technology.

For More Information

Please remember that we are frequently updating Agency and Supplier [Learner Guides and Job Aids](#). Please take some time to review this material so you and your teams can utilize the most current information to make Ohio|Buys work for you.

We will continue to keep you informed as Job Aids are added and updated. Please bookmark or favorite the [Ohio|Buys training page](#) for easy access to new updates.

In addition, please refer to:

[New Hints and FAQs](#)

[Ohio|Buys Fact Sheet](#)

[Key Terms](#)

[Ohio|Buys Live Catalogs](#)

Support

In order to ensure that we can make this process as easy and efficient as possible, please send non-system/support questions to:

ohiobuys@das.ohio.gov

To provide feedback that would benefit the program or to share success stories please visit the [Ohio|Buys Feedback survey](#).

Thank you for your partnership and willingness to help build a solution that will not only benefit your agencies, but Ohio as a whole.



Mike DeWine, Governor
Jon Husted, Lt. Governor
Matt Damschroder, Director

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